

STAT

[REDACTED]
SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
28 April 1977
1040 hours - 1150 hours

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1. There were no additions to the agenda for 28 April 1977.

2. ACTION : Promotion Recommendation -
[REDACTED]
GS-06 to GS-07

MAJORITY: Concurred.

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3. ACTION : Promotion Recommendation
[REDACTED]
GS-06 to GS-07

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MAJORITY: Recommended promotion approval with the suggestion that [REDACTED] receive more on-the-job training and courses in secretarial administration, proper English usage and punctuation.

4. It was the decision of the Chairman not to pursue the problem of secretarial placement in AMR until the allocation of more convenient office space can be resolved.

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5. The Chairman suggested a memorandum be written to DDA proposing that a new schedule of awards be set up for support and secretarial personnel. Other suggested items for the memorandum were a review of grades versus people and a "Secretary of the Year" award slanted towards GS-07's and below. [REDACTED] was asked to review the award schedule.

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6. Regular monthly meetings of ORD secretarial personnel will be scheduled by [REDACTED]. It was suggested that a review of the responsibilities of the Special Panel be done for the information of the secretaries. The Chairman also suggested a meeting with the senior secretaries and discussion on their responsibilities to the junior secretaries.

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7. [REDACTED] and [REDACTED] representatives on the Federal Women's Working Group Panel will report to the Special Panel on a monthly basis.

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29 April 1977
Date

[REDACTED]
Executive Secretary, SP/ORD

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[REDACTED]
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APPROVED:

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DATE

2 May 77

29 April 1977

29 April 1977

29 April 1977

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